

Spec. Code: 1499
Occ. Area: 02
Work Area: 215
Prob. Period: 6 mo.
Prom. Line: None
Revised
Effective Date: 12/15/03

SPECIAL EVENTS FACILITATOR

Function of Job

Under administrative direction, coordinates, arranges and oversees all aspects of special events for a large academic or administrative unit.

Characteristic Duties and Responsibilities

1. Coordinates special events including designing type of programming and content materials, development of guest lists, handling responses and all pre-event arrangements
2. Oversees on-site event implementation
3. Establishes and manages procedures for event communication including independently handling or directing all inquiries pertaining to events
4. Prepares and maintains special event budgets
5. Performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling **five years** from the following categories:
 - (a) progressively more responsible business experience performing duties which included responsibility for special events coordination
 - (b) college course work with a concentration in business, marketing, advertising, public relations, human resource, communications or related areas as measured by the following conversion table or its proportional equivalent:

60 total semester hours equals **one year**

90 total semester hours equals **two years**

120 total semester hours equals **three years**

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Ability to coordinate multiple details required for overall planning
2. Ability to exercise sound judgment and make decisions under pressure
3. Excellent interpersonal skills and ability to work effectively with the public, students and other university staff, and multiple audiences
4. Excellent written and verbal skills
5. Knowledge of protocol
6. Proficiency in computer skills